

**ATTACHMENT 1.2-B**

services, respiratory therapy, vision training, and moving assistance as appropriate for each client.

2. Develops program policies and procedures based on plans drafted and approved by CLTCB administration and department administration as necessary.
3. Implements new and expanded non-Medicaid programs based on drafted and approved by CLTCB administration and department administration as necessary.
4. Performs ongoing and periodic evaluation of each program's "success" in meeting program objectives and goals.
5. Monitors the budget and expenditures of the section to assure compliance with state statutory limits and departmental and divisional requirements.
6. Identifies and addresses/resolves any issues that should arise from day to day operations of the program and any problems that could negatively impact the section and/or its clients (as assigned by the administration).
7. Prepares testimony and ADHOC reports as requested by the administration (e.g. Legislative, Executive).
8. Screens and verifies intake information to identify eligible program clients.
9. Establishes a network of referral agencies.
10. Executes provider agreements for service delivery. Procures, monitors and renegotiates service agreement with provider agencies for the provision of services to CLTCB non-Medicaid clients.
11. Maintains applicant waitlist using priority criteria for admissions.
12. Conducts comprehensive health, social, and environmental assessment of all eligible, potential clients and primary caregivers.
13. Develops a comprehensive care plan for each client that includes a combination of any 14 program services, based on needs assessment.

TN No. 94-014  
Supersedes  
TN No. 86-90

Approval Date DEC 16 1994  
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Effective Date AUG 1 1994

**ATTACHMENT 1.2-B**

14. Admits client to program services.
15. Implements the plan for service delivery.
16. Provides ongoing case management services.
17. Maintains individual client budgets by level of care.
18. Schedules and supervises personal care and skilled nursing providers.
19. Monitors ongoing health and social status of client and client support systems.
20. Coordinates 24 hour emergency coverage with on-call Registered Nurse services.
21. Monitors risk management and medical consultation services.
22. Manages data collection, client records, reports and correspondence.
23. Facilitates training programs for recipients and caregivers through appropriate resources.
24. Works closely with Quality Assurance section to develop and implement a system of quality control for each program.
25. Manages overall program operations statewide and complies with applicable state legislation and regulations.
26. Performs public relation duties as requested by the administration, e.g., community meetings, networking with other public/private agencies.

**TN No. 94-014**

**Supersedes**

**TN No. 86-90**

**Approval Date**

DEC 16 1994

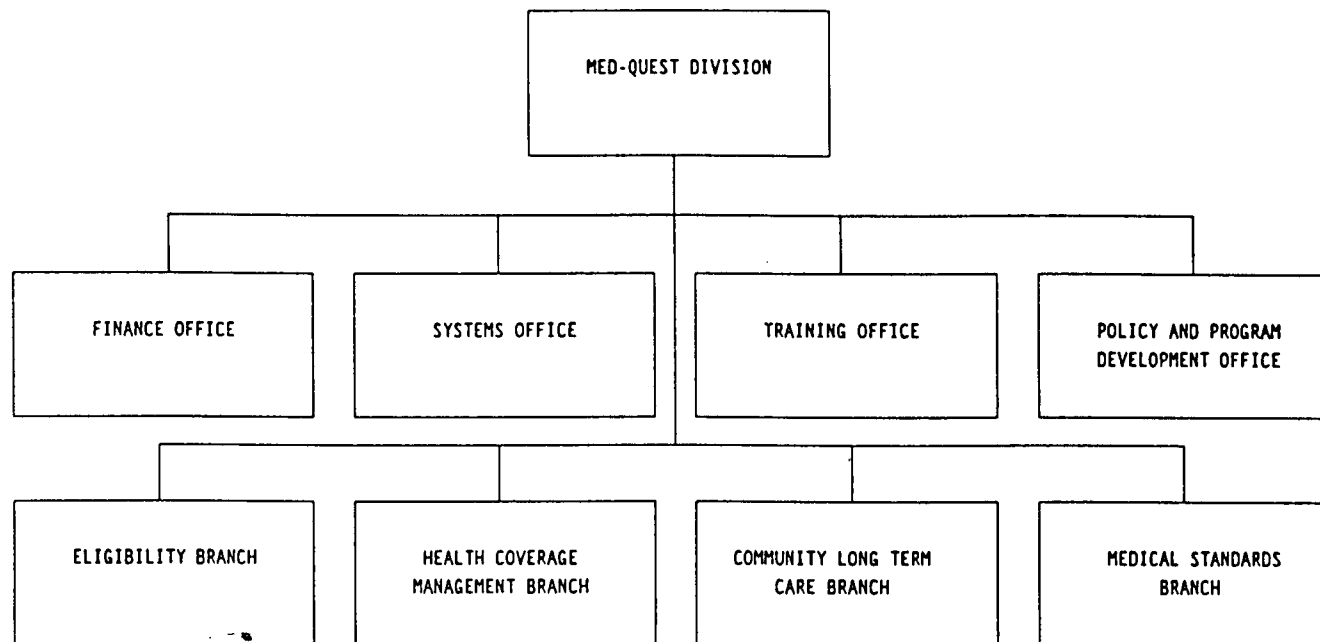
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**Effective Date**

AUG 1 1994

STATE OF HAWAII  
DEPARTMENT OF HUMAN SERVICES  
MED-QUEST DIVISION

## ORGANIZATION CHART

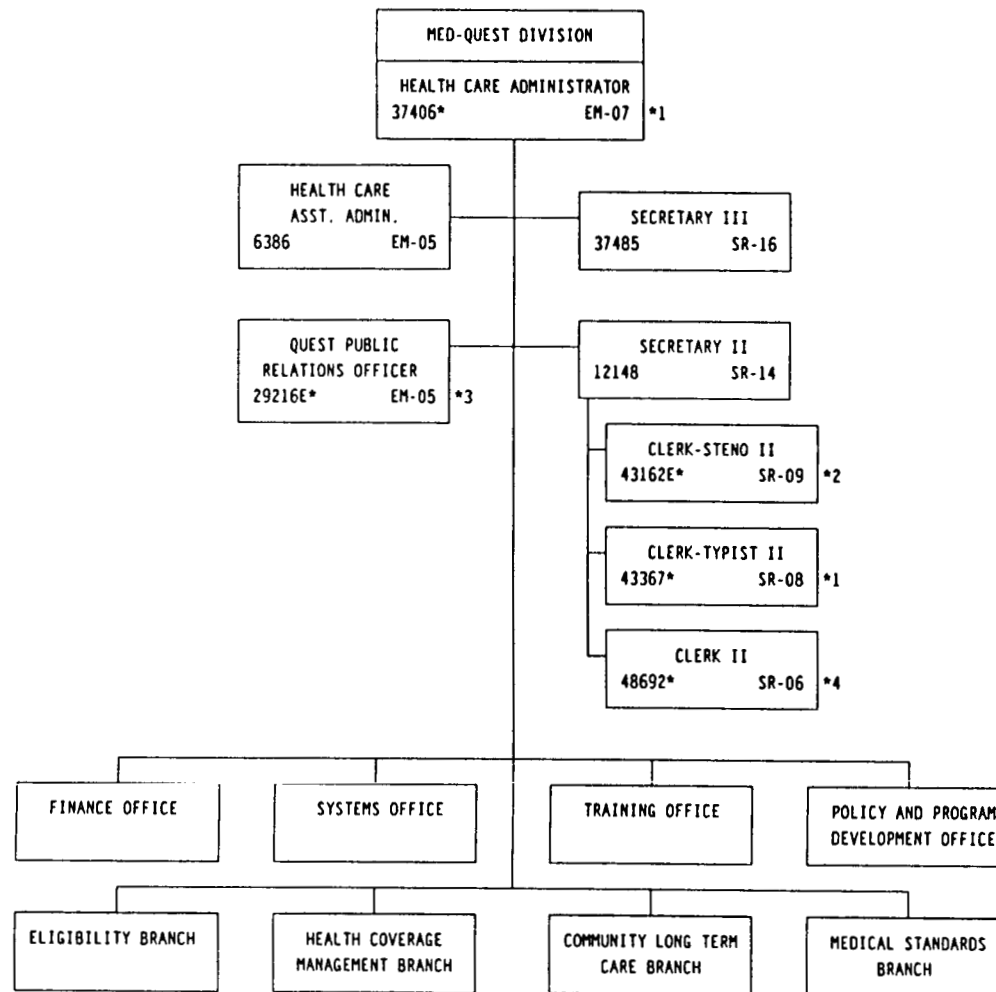
JAN 11, 1994  
MED-QUEST

TN No. 94-014

Supersedes

TN NO. 86-90

Approval Date DEC 16 1994Effective Date AUG 1 1994



STATE OF HAWAII  
DEPARTMENT OF HUMAN SERVICES  
MED-QUEST DIVISION

## POSITION ORGANIZATION CHART

MAY 5, 1994

MQ - ADM

TN NO. 94-014

Supersedes

TN No. 86-90

Approval Date DEC 16 1994Effective Date AUG 1 1994

\*1) TO BE REDESCRIBED

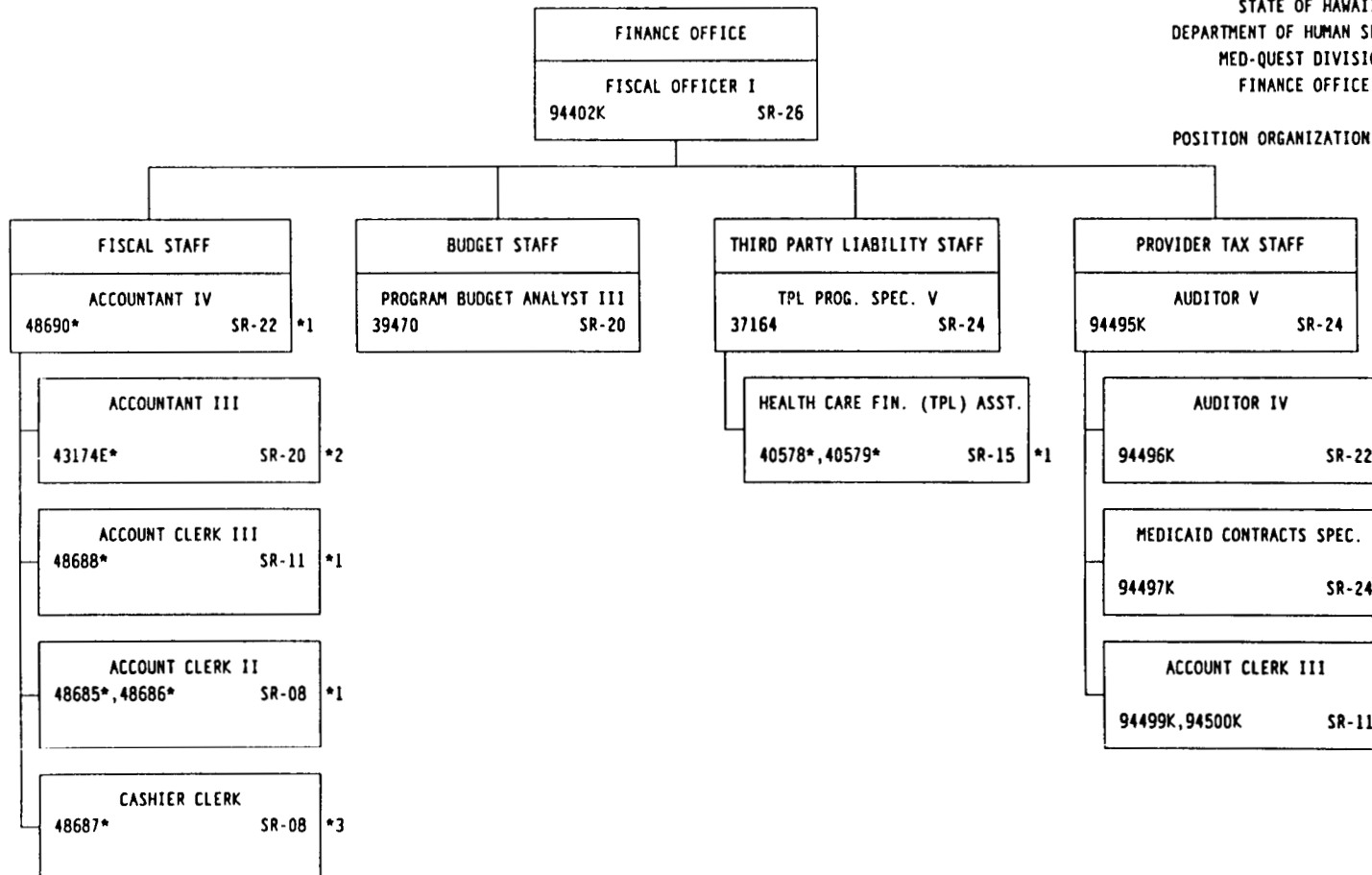
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\*3) TEMPORARY POSITION NTE 6/30/98

\*4) TEMPORARY POSITION NTE 6/30/95

STATE OF HAWAII  
DEPARTMENT OF HUMAN SERVICES  
MED-QUEST DIVISION  
FINANCE OFFICE

POSITION ORGANIZATION CHART



JUL 22, 1994  
MQ-FIN

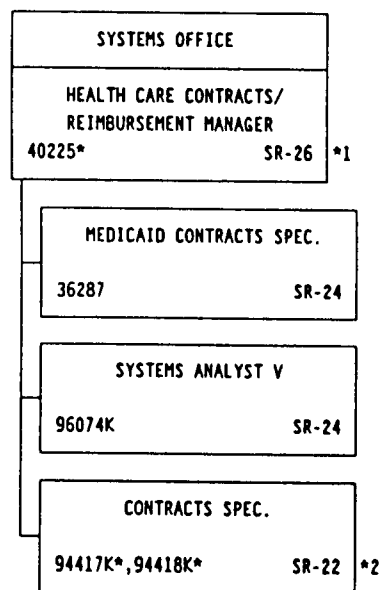
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\*3) TEMPORARY POSITIONS NTE 12/31/94

TN No. 94-014  
Supersedes  
TN No. 86-90

Approval Date DEC 16 1994 Effective Date AUG 1 1994

STATE OF HAWAII  
DEPARTMENT OF HUMAN SERVICES  
MED-QUEST DIVISION  
SYSTEMS OFFICE

POSITION ORGANIZATION CHART



JAN 10, 1994  
MQ - SO

\*1) POSITION TO BE REDESCRIBED  
\*2) EXEMPT POSITIONS

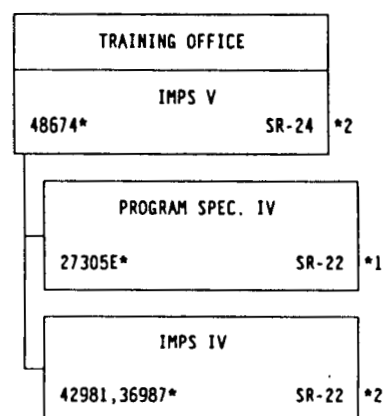
TN No. 94-014  
Supersedes  
TN No. 86-90

Approval Date DEC 16 1994

Effective Date AUG 1 1994

STATE OF HAWAII  
DEPARTMENT OF HUMAN SERVICES  
MED-QUEST DIVISION  
TRAINING OFFICE

POSITION ORGANIZATION CHART



JUL 21, 1994  
MQ-TO

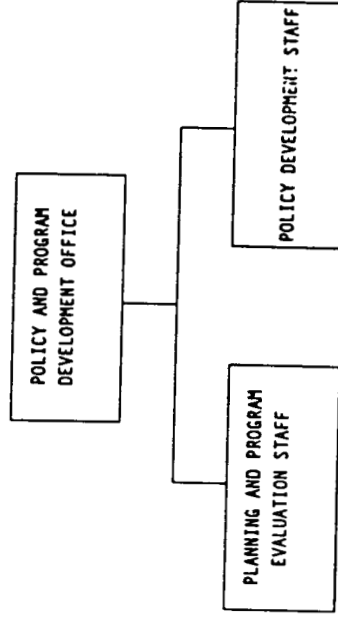
\*1) EXEMPT POSITION  
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TN No. 94-014  
Supersedes  
TN No. 86-90

Approval Date DEC 16 1994

Effective Date AUG 1 1994

STATE OF HAWAII  
DEPARTMENT OF HUMAN SERVICES  
MED-QUEST DIVISION  
POLICY AND PROGRAM DEVELOPMENT OFFICE  
ORGANIZATION CHART



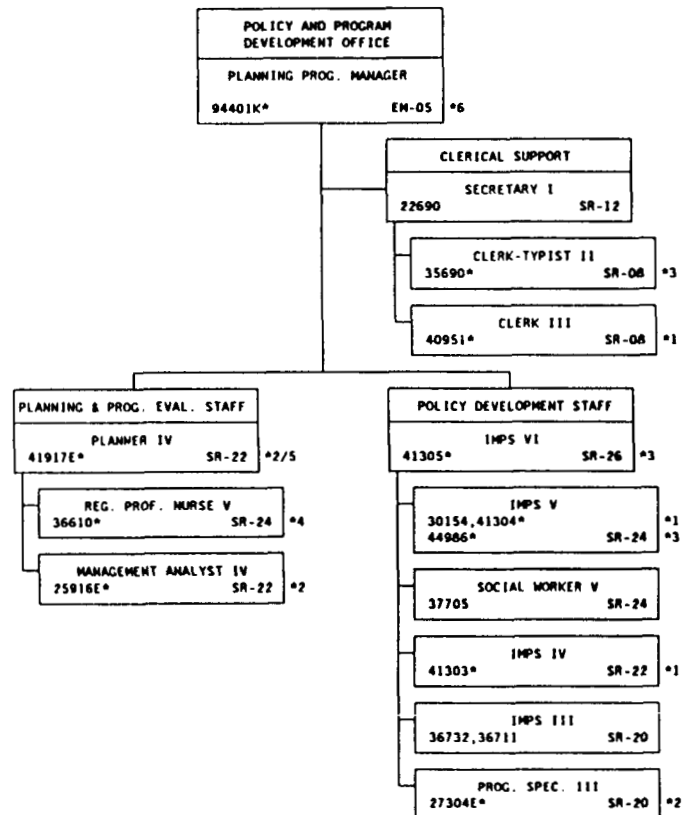
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TN No. 94-014  
Supersedes  
TN No. 86-90

Approval Date DEC 16 1994 Effective Date AUG 1 1994



STATE OF HAWAII  
DEPARTMENT OF HUMAN SERVICES  
MED-QUEST DIVISION  
POLICY AND PROGRAM DEVELOPMENT OFFICE  
POSITION ORGANIZATION CHART



- \*1) TEMPORARY POSITIONS NTE 9/30/95
- \*2) POSITIONS TO BE REDESCRIBED
- \*3) TEMPORARY POSITIONS NTE 6/30/95
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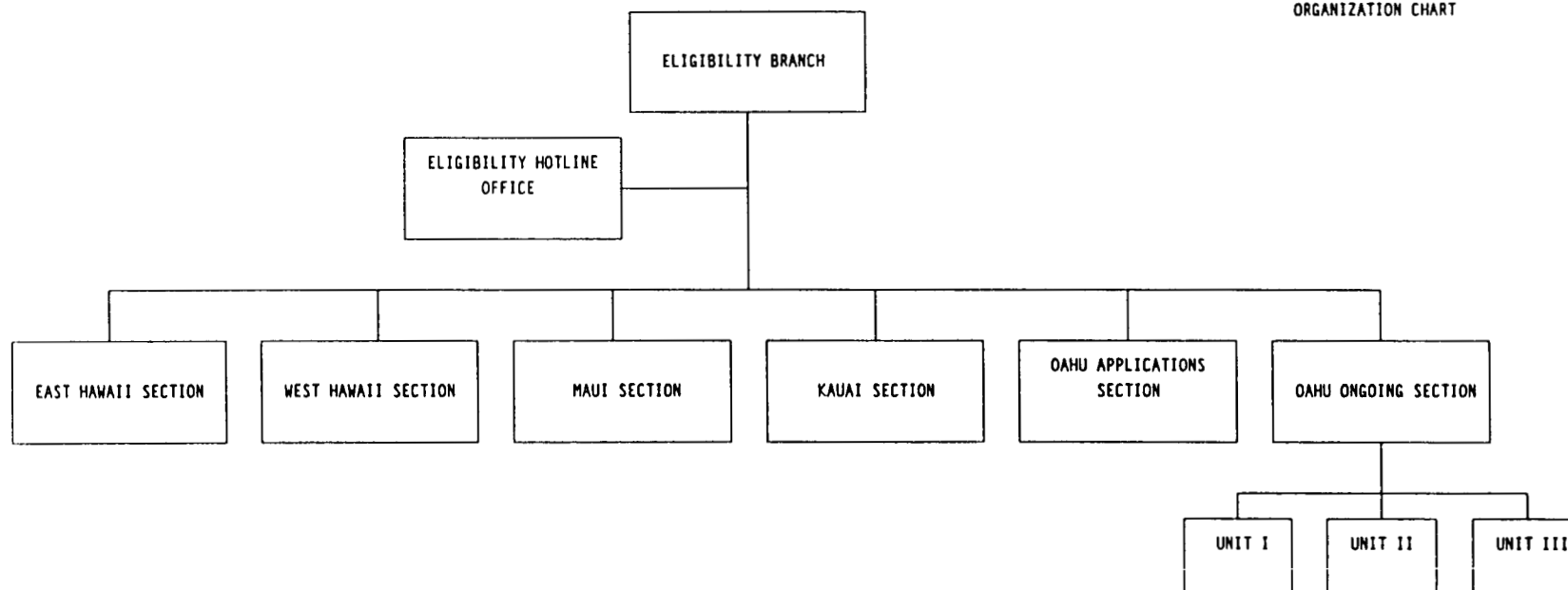
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TN No. 94-014  
Supersedes  
TN No. 86-90

Approval Date DEC 16 1994

Effective Date AUG 1 1994

STATE OF HAWAII  
DEPARTMENT OF HUMAN SERVICES  
MED-QUEST DIVISION  
ELIGIBILITY BRANCH  
ORGANIZATION CHART



JUL 21, 1994  
MQ-EB

TN No. 94-014  
Supersedes  
TN No. 86-90

Approval Date DEC 16 1994 Effective Date AUG 1 1994